



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Business Service Assistant (Specialist)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$2,822.00 - \$3,535.00 Range A
\$3,186.00 - \$3,992.00 Range B
\$3,450.00 - \$4,318.00 Range C

LOCATION: Business Service Office
Administrative & Financial Management Services Division

FINAL FILING DATE: March 28, 2019

DUTIES/RESPONSIBILITIES: Under close supervision of the Business Services Officer II (Supervisor), the incumbent is responsible for learning to perform a variety of technical and analytical duties in support of business services functions. The incumbent assists with business service functions of average complexity, such as purchasing, space management, and facilities management.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to assist with business service functions of average complexity, such as purchasing, space management, and facilities management.
- A history of successful customer service/support with a passion to meet the changing needs of external and internal customers
- Ability to comprehend written instructions in order to carry out assigned tasks
- Ability to read and comprehend written materials (e.g. reports, memos, letters) to apply information and determine appropriate courses of action
- Ability to organize systems, processes, materials, and equipment in a systematic and methodical fashion

SPECIAL REQUIREMENTS: Must be in possession of a valid California Driver's License. Work may be performed inside or outside, and requires bending, reaching, sitting, standing, or walking and lifting up to 60 pounds, and the ability to operate a small forklift.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #206-257 and Position #535-206-4707-010 in the "Explanation Section" of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #206-257
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.